Rocky Mount CDSA Catchment Area Transition Plan, 2011-2012

May 18, 2011

The purpose of this document is to develop consistent transition practices and procedures between the Children's Developmental Services Agency (CDSA) and the Local Education Agencies (LEA) within each catchment area. LEAs will need to agree to establish the same practices so that practices between the CDSA and all of the LEAs can be consistent and reliable. All parties will need to agree to the same processes/practices written in this plan and program leadership will need to sign off accordingly.

Who is "Potentially Eligible" for Part B Services?

All children enrolled in the Part C program at the time of transition shall be deemed "potentially eligible" for Part B services.

- The LEA must be notified of all children deemed "potentially eligible" who are enrolled in the Part C program.
- An Individual Family Service Plan (IFSP) transition planning conference must be held for all "potentially eligible children".
- The IFSP transition planning conference (TCP) teams may make the determination that a formal referral to Part B is not appropriate. Part C and Part B staff will document on their copy of the Part C Written Notice/Invitation.
 - Or, the LEA may choose to schedule a comprehensive screening to determine the need for further evaluation.
 - If a potentially eligible child is screened to determine the need for further evaluation, the DEC 1, DEC 2 and DEC 5 process may be completed at the time of the screening. If DEC 1, DEC 2 and DEC 5 are completed, the 90-day timeline is started.
- In the event that the LEA **is not** invited to the transition conference, procedural safeguards for the Part B program and the appropriate program contact information will be provided to the family.

Reporting the Total Number of Children Enrolled in Part C

To assist LEAs with planning for the number of entry level assessments they must conduct (e.g., hire staff, develop contracts for personnel, etc), the CDSA will report the number of children enrolled in its program to the LEAs on a regular basis, as defined below. Unduplicated child counts should be reported for all children who have reached 2 years, 3 months of age by the reporting date.

- 1. Please indicate the timeline for the CDSA's regular transmission of total number of children enrolled in the Part C program from the CDSA to the LEAs. List the day(s) of the month data will be transmitted.
 - The CDSA and LEAs agree that reporting total numbers is not necessary.
- 2. Please list the primary CDSA contact (list position), email address and phone number of the responsible party for sending the Child Find (CF) Notification.
 - Patty Hinrichs, Medical Records Assistant, (252) 443-0318, Ext. 216,
 patty.hinrichs@dhhs.nc.gov

- 3. Please list the primary LEA contact (list position), email address and phone number of the responsible party for receiving and logging in CF Notification information (list for each LEA as applicable).
 - Edgecombe Co. Renee Johnson, EC Preschool Coordinator, (252) 823-1620, reneejohnson@ecps.us
 - Halifax Co. Jennifer Whitfield, EC Director, (252) 583-5111, whitfieldj@halifax.k12.nc.us
 - Johnston Co. Kelly Pleasant, EC Preschool Coordinator, (919) 934-4361, Ext. 121, kellypleasant@johnston.k12.nc.us
 - Nash, Rocky Mount Bethany Mayo, EC Preschool Coordinator, (252) 985-1042, bbmayo@nrms.k12.nc.us
 - Northampton Co. Judy Rankins, EC Director, (252) 534-1371, rankinsj@northampton.k12.nc.us
 - Roanoke Rapids City Shelley Williams, EC Preschool Coordinator, (252) 519-7100, williamss.co@rrgsd.org
 - Weldon City Cynthia Debreaux, EC Director, (252) 536-4821, debreauxc@weldoncityschools.k12.nc.us
 - Wilson Co. Erin Graham, Preschool Coordinator, (252) 315-0352, erin.graham@mail.wilson.k12.nc.us

Child Find (CF) Notification:

Notification is required for all potentially eligible children who are enrolled in Part C and who will soon reach the age of three (i.e., 2 years, 3 months to 2 years, 9 months). These are reported in Part C Indicator 8(b) and Part B Indicator 12(a). All children enrolled in Part C system will be included in a Child Find directory listing (CF Notification) that will be transmitted electronically, with password protection, to the LEA. The required information from the CDSA is listed on the sample Notification spreadsheet (See page 13) and includes:

- Date of CF Notification
- First and Last Name of the Potentially Eligible Child
- Parent Name
- Address
- Phone
- Date of Birth
- Home Language
- Early Intervention Service Coordinator Name (EISC name)

Each LEA CF Notification must be provided to the LEA where the toddler with a disability resides. This notification is not the start of the 90-day timeline for Part B eligibility and placement determination. Parental consent is not required for CF Notification. The Procedural Safeguards will be shared with families during the transition process. See North Carolina Transition Planning Timeline on page 12.

- 1. Please indicate the timeline for regular transmission of the child find/transition data from the CDSA to the LEAs. List the day(s) of the month data will be transmitted.
 - CDSA will provide to the LEA the Child Notification Data Sharing Spreadsheet monthly on the last day of each month, submitted electronically via email (password protected) at age 27 months to 34 months in the previous month.
- 2. Please list the primary CDSA contact (list position), email address & phone number of the responsible party at the CDSA send the CF Notification.
 - Patty Hinrichs, Medical Records Assistant, (252) 443-0318, Ext. 216,
 Patty.hinrichs@dhhs.nc.gov
- 3. Please list the primary LEA contact (list position), email address & phone number in the LEA who will receive and document the CF Notification information (list for each LEA as applicable).
 - Edgecombe Co. Renee Johnson, EC Preschool Coordinator, (252) 823-1620, <u>reneejohnson@ecps.us</u>
 - Halifax Co. Jennifer Whitfield, EC Director, (252) 583-5111, whitfieldj@halifax.k12.nc.us
 - Johnston Co. Kelly Pleasant, EC Preschool Coordinator, (919) 934-4361, Ext. 121, kellypleasant@johnston.k12.nc.us
 - Nash, Rocky Mount Bethany Mayo, EC Preschool Coordinator, (252) 985-1042, bbmayo@nrms.k12.nc.us

- Northampton Co. Judy Rankins, EC Director, (252) 534-1371,
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- Roanoke Rapids City Shelley Williams, EC Preschool Coordinator, (252) 519-7100, williamss.co@rrgsd.org
- Weldon City Cynthia Debreaux, EC Director, (252) 536-4821, <u>debreauxc@weldoncityschools.k12.nc.us</u>
- Wilson Co. Erin Graham, Preschool Coordinator, (252) 315-0352, erin.graham@mail.wilson.k12.nc.us
- 4. Please indicate the method in which the CDSA and LEA contacts will ensure confidentiality through the use of password protection.
 - Confidentiality will be ensured through password protection. An electronic password will be sent prior to the transmission of the child notification sheet.
- 5. Please indicate whether lists will be duplicated or unduplicated (i.e., one list will build upon the next).
 - Unduplicated

Scheduling the Transition Planning Conference

The most effective method of scheduling transition conferences is for both CDSA and LEA staff to have regularly established dates on which conferences are held. This should assure the adequate allocation of resources and staff time for attendance at all meetings. The Early Intervention Service Coordinator is responsible for scheduling, with input from the parent and LEA, and for holding the transition conference. The Preschool Staff is responsible for participating in all transition conferences, when invited. Part B Procedural Safeguards must be provided to the family during the transition process.

- 1. Please describe the agreed upon transition conference scheduling process between the CDSA and each of its LEAs.
 - Service Coordinators will contact the LEA in order to determine a mutually agreed upon meeting date/time, ensuring at least a 14-calendar day notice for the LEA to participate. If agreed upon by all parties (CDSA/LEA), the meeting may occur in less than 14 days.
- 2. Please list the parties responsible for scheduling the transition conferences. List the appropriate CDSA and the LEA staff.
 - CDSA Coordinators
 - Edgecombe Co. Renee Johnson, EC Preschool Coordinator, (252) 823-1620, reneejohnson@ecps.us
 - Halifax Co. Jennifer Whitfield, EC Director, (252) 583-5111, whitfieldj@halifax.k12.nc.us
 - Johnston Co. Kelly Pleasant, EC Preschool Coordinator, (919) 934-4361, Ext. 121, kellypleasant@johnston.k12.nc.us
 - Nash, Rocky Mount Bethany Mayo, EC Preschool Coordinator, (252) 985-1042, bbmayo@nrms.k12.nc.us
 - Northampton Co. Judy Rankins, EC Director, (252) 534-1371,
 rankinsi@northampton.k12.nc.us
 - Roanoke Rapids City Shelley Williams, EC Preschool Coordinator, (252) 519-7100, williamss.co@rrgsd.org
 - Weldon City Cynthia Debreaux, EC Director, (252) 536-4821, debreauxc@weldoncityschools.k12.nc.us
 - Wilson Co. Erin Graham, Preschool Coordinator, (252) 315-0352, erin.graham@mail.wilson.k12.nc.us
- 3. Please describe how the CDSA and LEAs will maintain an up-to-date contact list for staff responsible for scheduling and attending the transition conferences.
 - An annual master list of CDSA/LEA staff will be provided (via email) at the beginning of each school year (August), or as staff change throughout the school year. The updated contact lists will include current phone and fax numbers.

- 4. Please list the parties responsible for updating the contact list when changes occur in staffing. List responsible parties for the CDSA and each of the LEAs in this catchment area.
 - Evelyn Horton, EISC Supervisor, Evelyn.horton@dhhs.nc.gov
 - Gwin Bailey, EISC Supervisor, Gwin.bailey@dhhs.nc.gov
 - Susan Barmer, EISC Supervisor, <u>Susan.barrmer@dhhs.nc.gov</u>
 - Elkin City Angela Taylor-Land, EC Director, (336) 835-3135, landa@ail.elkin.k12.nc.us
 - Edgecombe Public Schools Debbie Pace, EC Director, (252) 641-2671, dpace@ecps.us
 - Halifax Co. Jennifer Whitfield, EC Director, (252) 583-5111, whitfieldj@halifax.k12.nc.us
 - Johnston Co. Kim Wellons, EC Director, (919) 934-6031, <u>KimWellons@johnston.k12.nc.us</u>
 - Nash, Rocky Mount Schools Martha Wrenn, EC Director, (252) 459-5358, mbwrenn@nrms.k12.nc.us
 - Northampton Co. Tikisha Moore, EC Director, (252) 534-1371, Ext. 227, mooret@northampton.k12.nc.us

Invitation to the Transition Planning Conference

The Part C staff must send an invitation (Part C Written Notice/Invitation) to the LEA with written or oral parental consent. The invitation should be sent at least ten calendar days prior to the meeting. However, best practice is to develop a collaborative process for scheduling transition conferences to ensure attendance by all required participants.

For some children, Part B may not be invited to the transition conference. Procedural safeguards for the Part B program will be provided to the family during the transition process.

- 1. Please indicate the agreed upon process for transmitting the invitation to the IFSP transition planning conference. Note if it will be transmitted electronically by email, fax, or through the United States Postal Service.
 - The CDSA will transmit the invitation via fax (preferable for Johnston) or US Postal Service.
- 2. Please note how the CDSA will monitor timely issuance of invitations.
 - CDSA tracks through the Quality Assurance Process.
- 3. Please note how the LEAs will log in invitations once received.
 - LEAs will maintain a documentation spreadsheet.
- 4. Please indicate how the CDSA will inform the LEA if a child exits Part C after the transition planning conference has been held.
 - The CDSA Service Coordinator will contact the EC Director, EC Preschool Coordinator, Intake Coordinator, or LEA designee.
- 5. Please note how the LEA staff will attend transition planning conferences held during the summer months.

- The EC Director or designee is responsible to notify the CDSA Program Supervisor, the name and contact information, for the LEA contact for the summer.
 - Elkin City Angela Taylor-Land, EC Director, (336) 835-3135,
 landa@ail.elkin.k12.nc.us
 - Edgecombe Public Schools Debbie Pace, EC Director, (252) 641-2671, dpace@ecps.us
 - Halifax Co. Jennifer Whitfield, EC Director, (252) 583-5111, whitfieldj@halifax.k12.nc.us
 - Johnston Co. Kim Wellons, EC Director, (919) 934-6031,
 <u>KimWellons@johnston.k12.nc.us</u>
 - Nash, Rocky Mount Schools Martha Wrenn, EC Director, (252) 459-5358, <u>mbwrenn@nrms.k12.nc.us</u>
 - Northampton Co. Tikisha Moore, EC Director, (252) 534-1371, Ext. 227, mooret@northampton.k12.nc.us
- 6. Note how the CDSA and LEAs will conduct a self-assessment of this process.
 - Self assessment will occur through annual collaboration at the Regional Network Meetings.

Late Referrals to Part C (90 days to 45 days prior to the child's third birthday)

See Federal IDEA Part C & Part B Transition Requirements for Late Referral to Part C on page 10 & 11.

When children are referred to Part C as they are approaching age three, there are different program and reporting requirements for the IDEA Part C and Part B programs depending on the age of the child. Please see attachments on pages 10 and 11 for timelines and roles and responsibilities of Parts C and B staff. Coordination between the IDEA Part C and Part B programs is critical to ensure that both programs can reach and maintain 100% compliance with SPP/APR Indicators Part C8 and Part B12 on early childhood transition. It is also critical to ensure that families gain an understanding of the different service delivery systems and their options in a compassionate and meaningful way.

Part B conducts assessments and develops the IEP within 90 days of referral (or sooner if timeline expires after the third birthday). Part B informs the family that the Part C Service Coordinator must be invited to the IEP meeting at the parent's request, and; invites Part C staff if the parent requests. Data are reported in Indicators Part B11, B12 (a) and B12 (e).

- 1. For children referred to the Part C program between 90 and 45 days prior to their third birthday, the transition conference is *NOT* required. The programs may, however, choose to do so and may conduct the initial IFSP and IEP Team meeting concurrently to meet Parts C and B timelines. Please indicate below the agreement on a standardized practice for conducting initial IFSP and IEP Team meetings.
 - TPC meetings will not be conducted with the initial IFSP.
 - Once CDSA has determined the child meets eligibility criteria for the ITP, the EISC and the LEA will schedule a concurrent TCP/IEP referral meeting. Both CDSAs and LEAs will give reasonable notice for these meetings.
- 2. Parts C and B programs may also choose to jointly conduct evaluations for respective eligibility criteria to meet Parts C and B timelines. Please indicate below the agreed upon standardized practice for conducting evaluations for eligibility determination for both programs. How will the CDSA and LEAs attempt to collaborate?
 - The CDSA and LEA will not jointly conduct evauations.
- 3. Please indicate the agreed upon process for transmitting the invitation to the initial IFSP and IEP Team conferences. Note if it will be transmitted electronically by email, fax, or through the United States Postal Service.
 - Invitations will be transmitted via US Postal Service.
 - Note about issuing the two invitations: Part C and B are responsible for issuing timely notice to families. In order to do so:
 - EISC will contact the LEA about scheduling the meeting.
 - Part C will send the Written Prior Notice/Invitation to the parent with a 10-day notice.
 - Part C will fax the Written Prior Notice/Invitation to the LEA.

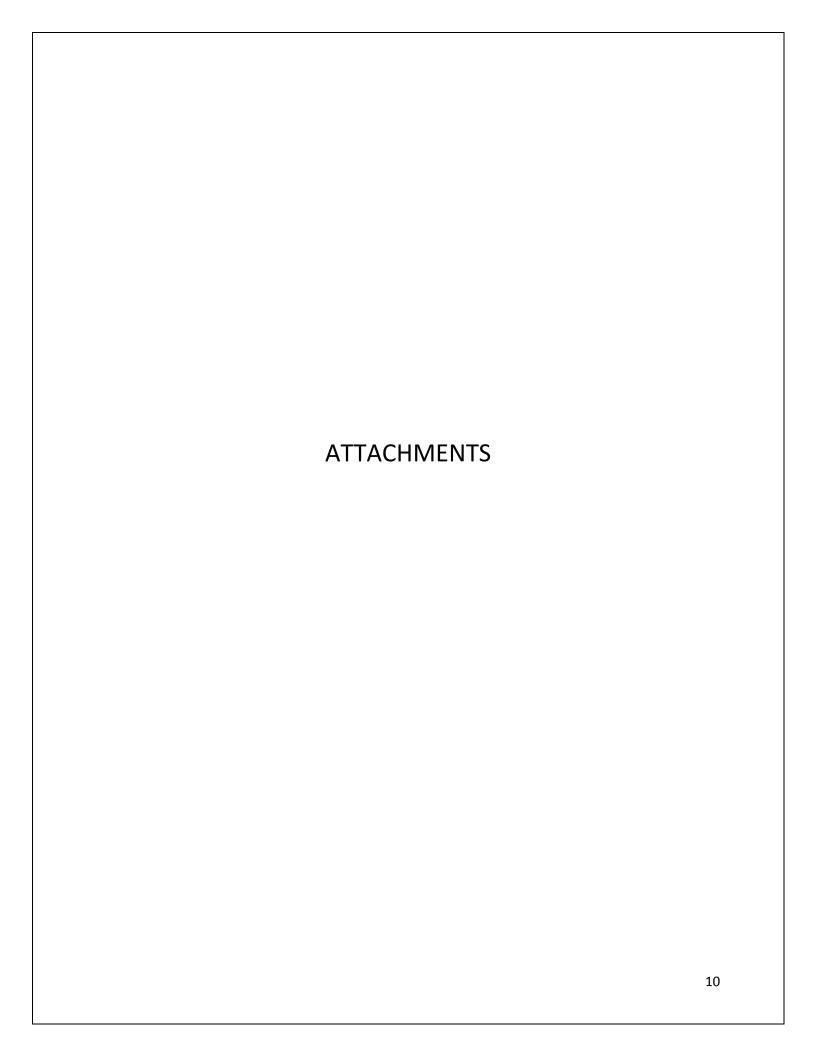
- Part B will contact the family and gain parental consent for the EISC to attend the IEP meeting.
- The LEA will mail the invitation to the family with 7 to 10 day's notice and fax to the FISC.

Late Referral to Part C (45 days before third birthday)

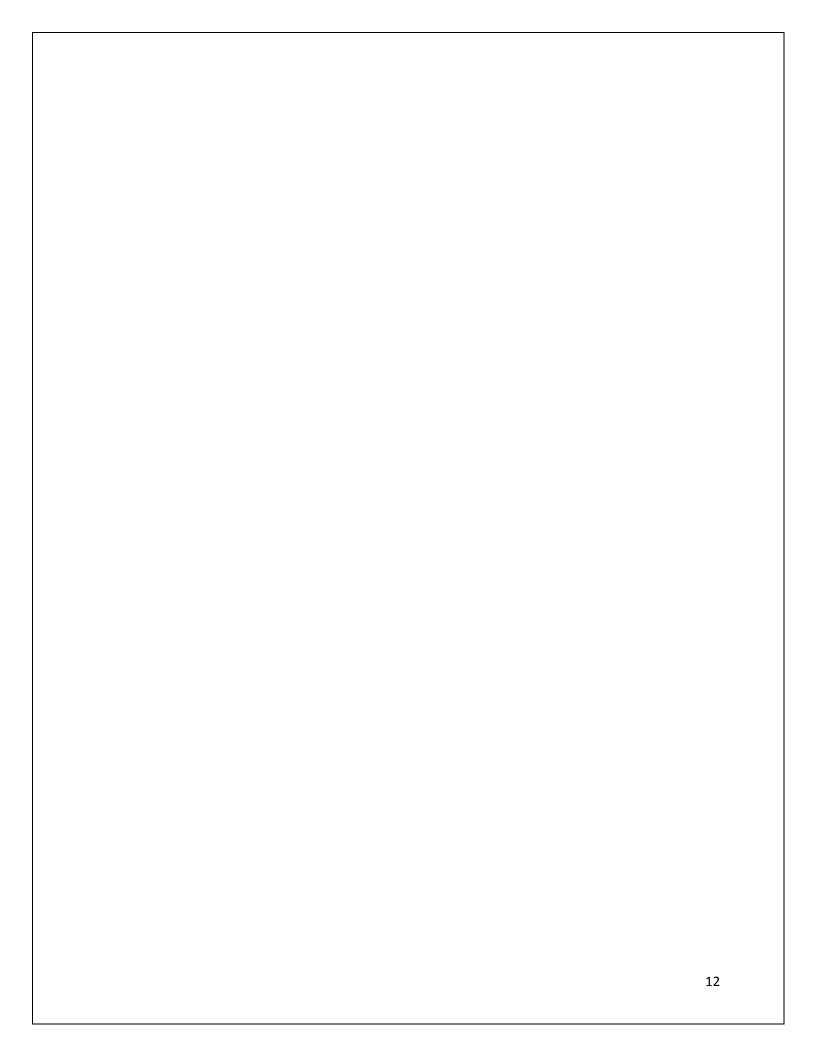
See Federal IDEA Part C & Part B Transition Requirements for Late Referral to Part C on pages 10 & 11.

Part C can choose NOT to act on these referrals and the child is not considered served by Part C. LEA Notification and transition plan are **NOT** required unless eligibility is determined. A transition conference is NOT required. Part C assists the family in contacting the LEA and facilitates initiating the Part B process. Part B treats it as an initial referral if the parent initiated a request for an evaluation and provides parents with their procedural safeguards notice and Part B information. Part B completes the written referral, reviews existing data, provides prior written notice, and obtains parental consent if new assessments are needed. The Service Coordinator is not invited to the IEP Team meeting since the child was not served in Part C.

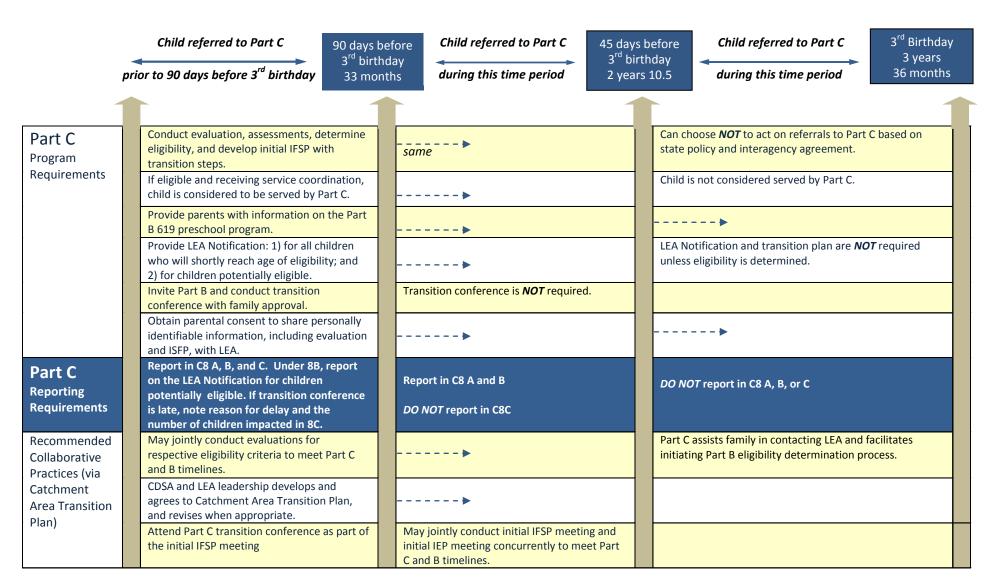
- 1. Please indicate the agreed upon process for Part C contacting the Part B program upon receipt of a late referral (45 days before the third birthday). Note the following: a) timeline for contacting Part B program upon receipt of late referral, b) form of documentation, and c) method or process for transmitting information, e.g., electronically, by email, fax, or phone.
 - The CDSA will provide child find notification via fax, within 5 school days of receipt of a late referral (45 days before the child's 3rd birthday).



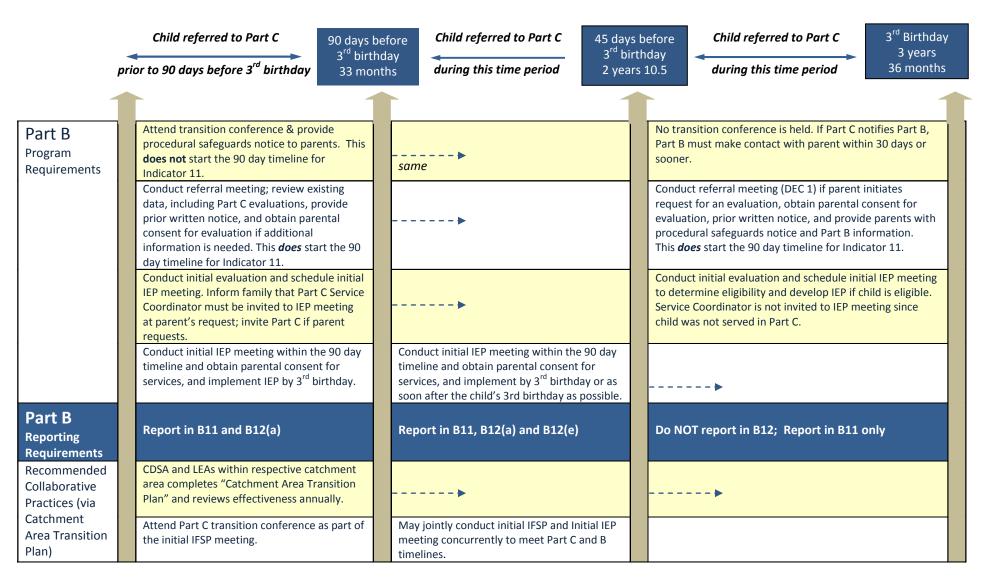
Child's Name:	Date of Birth:
Date	
Dear	
his letter is to provide notice of the following: (check all that apply)	IFSP
A meeting to discuss/determine your child's eligibility for the NC Infant-Toddler Program. Your child is eligible for the NC Infant-Toddler Program. Your child is not eligible for the NC Infant-Toddler Program. Evaluation An evaluation subsequent to initial IFSP development.	An initial meeting to develop your Individualized Family Service Plan. A six-month review of your Individualized Family Service Plan. An annual meeting to review your Individualized Family Service Plan. Other review. Transition A meeting to add (or review) the transition plan to your child's Individualized Family Service Plan. A Transition planning conference. Date of referral to Part C: Primary Language:
	identification, evaluation, or placement of your child or the
Action being proposed or refused: Required for notice) Reasons why this action(s) is being proposed	vention services to your child or family. ed, or refused, including a description of information used to make this
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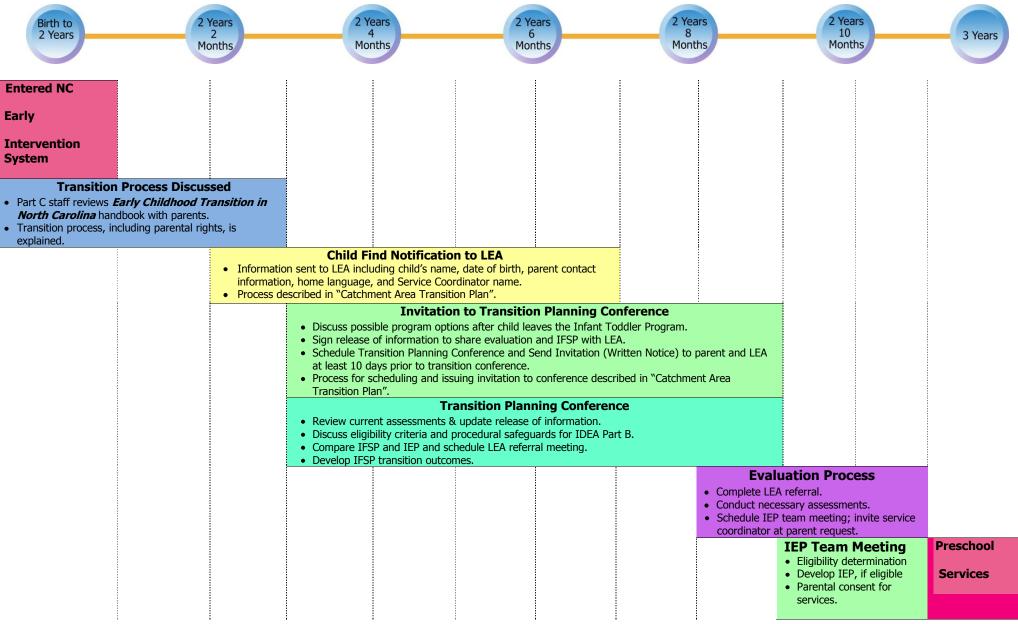
North Carolina IDEA Part C & Part B Transition Requirements for Late Referrals to Part C



North Carolina IDEA Part C & Part B Transition Requirements for Late Referrals to Part C



h Carolina Early Childhood Transition Timeline



				Prior Written Notice	Begin

Sample Child Find Notification Data Sharing Spreadsheet

Instructions: Part C Service Coordinator supervisor or designee completes section in green and transmits to Part B designee according to the process described in Catchment Area Transition Plan.

CF Notification	L name	F name	Parent Name	Address	Phone	Date of Birth	Home Language	EISC Name	AGE			Invitation	Parent Not	TPC Date
									Yrs	Mths	TPC Due Date	to TPC	Interested	Held
3/1/2011						9/11/2008			2	5	6/12/2011			